

**Appointment Type:** Non-Permanent

**Working Time:** On Call

**Reference Code:** NB21784e

**Opening Date:** 06/10/2010

**Closing Date:** 06/20/2010

**Correctional Officer 1 On-Call  
Clallam Bay & Olympic Corrections Center  
\$16.61 - \$20.65 Hourly (Range 41) with great Benefits**

**Agency Information**

The Department of Corrections is seeking highly motivated and qualified individuals for the position of On-Call Correctional Officer 1 at the Clallam Bay Corrections Center in Clallam Bay, WA and at Olympic Corrections Center in Forks, WA. Note: This is an on-call/intermittent position with no minimum hour guarantee.

Whether the work is inside a prison, in community corrections or in an administrative office, the Washington State Department of Corrections' professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society. For more information about DOC, visit [www.doc.wa.gov](http://www.doc.wa.gov).

CLALLAM BAY CORRECTIONS CENTER (CBCC) is located on the Olympic Peninsula in Clallam County, two miles south of Clallam Bay. CBCC employs 430 staff members. CBCC opened as a medium-custody 450-bed facility in 1985 and was converted to a close-custody facility in 1991. In 1992, it expanded to house an additional 400 offenders.

OLYMPIC CORRECTIONS CENTER (OCC) is located in the middle of a 120,000-acre block of Department of Natural Resources (DNR) trust land, which is about 25 miles south of Forks. OCC is a minimum-security facility that includes three living units, laundry, warehouse, kitchen facilities, maintenance shop, a wastewater treatment plant and water supply system. OCC employs 109 staff members.

**Duties**

Correctional Officers act as a positive role model for offenders and work to help them become productive members of society from the day they arrive under supervision. Correctional Officers use psychology and good communication skills to correct and counteract criminal thinking of offenders while maintaining safe confinement environments for offenders to pursue a successful re-entry into communities. The successful candidate for Correctional Officer will possess creative thinking, self-confidence, strong role-modeling and good physical conditioning.

**Qualifications**

Graduation from high school or GED AND a valid driver's license.

Note: The ability to carry a firearm is required; pre-employment process includes drug testing and psychological evaluations.

The Correctional Worker Core Academy will require a certain level of physical ability.

## Special Notes

Correctional Officers must successfully complete Correctional Worker Core (CWC), a six-week academy for all correctional workers employed in DOC prison facilities. We know that managing difficult people takes more than force. It takes observation, knowledge, skills and continual practice. Every DOC employee is provided with initial training designed to help assure safe working conditions. In addition, officers participate in the Correctional Officer Achievement Program (COACH), a unique in the nation on-the-job training program for new correctional officers. In COACH, new officers continue to build on the skills and knowledge they learned in CWC. With the supervision and coaching of Correctional Sergeants and Job Coaches, new officers gain competency and fluency in the core skills needed to perform duties of a Correctional Officer. In addition, 46 college credits are earned during CWC and COACH!

CORE Competencies for all Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity.

This position comes with State Healthcare and Retirement Benefits.

All Department of Corrections' employees are fingerprinted for a criminal history background check. The pre-employment process may include drug testing.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

## Other Information

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

For questions about this recruitment, please call Roxann at 360-963-3208 or email [roxann.bennett@doc.wa.gov](mailto:roxann.bennett@doc.wa.gov)

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB21784e\* and click on Start Search.

5. Click on the link, Correctional Officer 1 On-Call, Clallam Bay, WA and Correctional Officer 1 On-Call, Forks, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

**Help is available**

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

**Job seekers please note: **NEOGOV**, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

**You will need to create an account in **NEOGOV** to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

**We recommend that you **SAVE A COPY OF YOUR PROFILE** before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to [doc.wa.gov/jobs](http://doc.wa.gov/jobs)